

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240  
October 6, 1996

IN Reply Refer TO:  
1680 (880) N

Memorandum

To: ADs, SDs, D-NTC, D-OF&A, RS-100, HR-200, and BC-600  
From: Budget Officer  
Subject: Additional FY 1997 Annual Work Plan (AWP) Cost Target Changes

This memorandum and attachments reflect allocation of the Director's Field Incentive funds and the electronic services project monies, miscellaneous cost target changes, and clarification of the 5102 Minor-Rights-Of-Way subactivity. The files ~BEOB" and ~CTSO" in the Federal Finance System should be updated as soon as possible to reflect these new activity cost targets.

Bureau utilization of the 5102 Minor Rights-of-Way Subactivity has been revised for FY 1997. Originally, while field offices deposited collections into 5102, processing time and costs were coded to Subactivity 1430 - Land and Realty Management. Amounts in 5102 were credited at the Bureau level to the Land and Realty Management account at the end of each fiscal year. However, effective October 1, 1996, that policy was rescinded and now states/districts/resource areas can code to this account when doing minor rights-of-way work as long as funds are available for obligation in that particular office. Since all offices started with a zero balance on October 1, only funds actually collected since 10101196 are available for obligation. For work planning purposes, a table was sent out under Instruction Memorandum #97-120, Change to Fiscal Year 1997 Annual Work Plan Directives, that displayed actual collections by state over the last four years.

The revised set-up and workings of this program are very similar to the 5700 Copy Fee Account that most offices are familiar with. In particular:

- \* Any unused amounts in an office will carry forward in that office into FY 1998;
  - \* Each office is responsible for (1) ensuring maximum cost recovery for rights-of-way processing, and (2) ensuring that sufficient funds are collected and deposited in the 5102 account to cover the 5102 obligations. All obligation documents submitted to the Business Center committing 5102 funds will be processed for payment. If
- total collections are insufficient to cover obligations, then the difference must be transferred (balance voucher) by the applicable office to its 1430 - Land and Realty

Management program before year-end; and

- \* Any state wanting to shift collected amounts from one district to another must submit a collection CR JV document to the Business Center.

Note: Offices should review what is appropriate to code to subactivity 1430 and to subactivity 5102, and should be very diligent in coding to them. The 1430 program at the Bureau level will no longer be credited at the end of the fiscal year for minor rights-of-way processing work as has been the case in past years. As you are aware, any bureauwide overages in a program can directly impact the amount of carryover that each state receives in that program in the subsequent year.

Budget-related questions on this memorandum should be directed to Bob Blaicher, WO-880, at 202-452-7715. Program questions can be directed to Ron Montagna, WO-350, at 202-452-7782.

Attachments:

Cost Target Spread Sheets (27pg)